

Agenda:
Process Standardization Working Group Meeting

Tuesday, July 18, 2000, 9:00 a.m. - 4:00 p.m.
Sheraton Phoenix Airport Hotel - 1600 S. 52nd St., Tempe, Arizona 85281

	Topic	Lead	Anticipated Outcome	Att.
1	Welcome, Intro, Sign-In	Janie Mollon	Ms. Mollon will deliver opening remarks for the VEE session of the Process Standardization Working Group meeting. Committee members will sign and introduce themselves.	
2	Review Minutes from the VEE Working Group Prior Meeting (June 20, 2000)	Janie Mollon	Subcommittee members will review the minutes from the previous meeting.	
3	Review of Action Item – High/Low Issue	Janie Mollon	Committee will discuss the status of the High/Low issue.	
4	Review 4.2 Strawman	Janie Mollon	Review and discuss proposed strawman for section 4.2.	
5	Review Section 4.3	Janie Mollon	Review section 4.3 of VEE Rules.	
6	Began Next VEE Section	Janie Mollon	Review Pages 19 through 33.	
7	Review Issue List	Janie Mollon	Review VEEWG Issue list if time permits.	
8	Items for Next Meeting Agenda	Janie Mollon	New agenda will be created.	
9	Feedback of Meeting from Subcommittee	Janie Mollon	Committee will provide feedback.	
10	Suspend Meeting	Janie Mollon	The meeting will be suspended until July 19, 2000.	

Any agenda item on this page may be voted upon either in this session or in the July 20, 2000, afternoon session.

Agenda: **Process Standardization Working Group Meeting**

Wednesday, July 19, 2000, 9:00 a.m. - 4:00 p.m.
Sheraton Phoenix Airport Hotel – 1600 S. 52nd St. Tempe, Arizona 85281

	Topic	Lead	Anticipated Outcome	Att.
1	Welcome, Introductions, Sign-In, Review Ground Rules	Stacy Aguayo	Ms. Aguayo will deliver opening remarks for Metering and Meter Reading Session of the Process Standardization Working Group meeting. Subcommittee members will sign the attendance sheet and introduce themselves. Ms. Aguayo will review ground rules with the group.	
2	Review Minutes from the Prior Meeting (June 21, 2000)	Stacy Aguayo	The group will review the minutes from the previous meeting and suggest revisions as needed.	
3	Discuss Remaining Issues on CT/VT Ownership	Stacy Aguayo	The group will discuss the remaining issues related to CT/VT ownership.	
4	Continue Discussions Regarding Equipment Purchase Authorization (EPA) Form	Stacy Aguayo	The group will continue discussions regarding the EPA form, including company responses to the draft EPA form, EPA form field descriptions, and drafts of single and bulk forms.	
5	Discuss MDCR Scheduling	Stacey Aguayo	The group will discuss MDCR scheduling issues and companies will provide feedback on possible scheduling changes.	
6	Discuss Formatting of Proposed Arizona Best Practice for Bundled Customer to Direct Access (Meter Exchange Required with Meter Services Contracted with ESP) Document	Stacey Aguayo	The group will discuss formatting of the Proposed Arizona Best Practice for Bundled Customer to Direct Access (Meter exchange required with Meter Services Contracted with ESP) document.	
7	Discuss Implementation Issues Regarding Issue #65	Stacey Aguayo	The group will discuss implementation issues regarding Issue #65. APS will report on its implementation issues.	
8	Discuss Issue #67	Stacey Aguayo	The group will discuss Issue #67 regarding the grandfathering of master metered customers.	
9	Review of Metering Issues List	Stacey Aguayo	The group will review the metering issues list.	
10	Discuss ESP to UDC Switch	Stacey Aguayo	The group will begin discussing the scenario where a customer switches back to a UDC from an ESP.	
11	Items for Next Meeting (Agenda)	Stacy Aguayo	The agenda for the next meeting will be developed.	
12	Feedback of Meeting from Subcommittee	Stacy Aguayo	Subcommittee members will give their opinions on the meeting.	
13	Suspend Meeting	Stacy Aguayo	The meeting will be suspended until July 20, 2000.	

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Agenda **Process Standardization Working Group Meeting**

Thursday, July 20, 2000 – Sheraton Phoenix Hotel, 1600 S. 52nd St. Tempe, Arizona 85281
9 a.m. to 12 p.m.

Lunch will be provided by APS Energy Services from 12 p.m. to 1 p.m.

	Topic	Lead	Anticipated Outcome	Att.
1	Welcome, Introductions and Sign-In	Shirley Renfroe	Ms. Renfroe will open the Billing session of the Process Standardization Working Group meeting; members will introduce themselves and sign-in.	
2	Review Minutes from the Consolidated Billing Subcommittee's Prior Meetings (May 24, 2000 and June 22, 2000)	Shirley Renfroe	Subcommittee members will review and approve copies of the minutes from Consolidated Billing Subcommittee meetings held on May 24, 2000 and June 22, 2000.	
3	Updates on other Subcommittees	Shirley Renfroe	Members will be updated on the progress being made by the VEE and Metering Subcommittees.	
4	Discuss Possible Methods for Handling Questionable Bills that are Issued Between the Time that a Customer Goes DA and then Switches Back to Standard Offer or Chooses a Different MRSP or ESP	Shirley Renfroe	Ms. Renfroe will conduct a discussion on this new issue that was identified at the June 22 meeting. The issue revolves around billing statements, containing erroneous and/or estimated reads, which are generated after a customer goes to direct access. The question to be addressed is "How are these questionable bills handled when a customer decides to switch his or her MRSP or ESP or returns to standard offer (i.e. what will the cancel/rebill methodology be taking into account the fact that a final bill needs to be based on an actual read)?"	
5	Discuss Non-metered Accounts	Shirley Renfroe	Members will discuss how non-metered accounts will be handled under direct access.	
6	Review Definitions for Charge Codes To Be Used on the EDI 810	Shirley Renfroe	The Billing Subcommittee will review definitions for charge codes to be used for ESP Consolidated Billing.	
7	Continue Discussion and Finalization of the EDI 810 for ESP Consolidated Billing	Shirley Renfroe	Billing Subcommittee Members will review the draft of the EDI 810.	
8	810 Cancel/Rebill Process	Shirley Renfroe	A strawman on the EDI 810 cancel/rebill process will be presented to Subcommittee members.	
9	Meeting Evaluation	Shirley Renfroe	The group will provide feedback.	
10	Suspend Meeting	Shirley Renfroe	The meeting will be suspended until 1:00 p.m.	

Any agenda item on this page may be voted upon either in the morning session or in the afternoon session.

Agenda ***Process Standardization Working Group Meeting***

Thursday, July 20, 2000 – Sheraton Phoenix Hotel, 1600 S. 52nd St. Tempe, Arizona 85281
1 p.m. to 4 p.m.

	<i>Topic</i>	<i>Lead</i>	<i>Anticipated Outcome</i>	<i>Att.</i>
1	Welcome, Introductions, Sign-In, Review of Ground Rules, and Approval of Minutes	Evelyn Dryer	Ms. Dryer will welcome participants to the full group session of the Process Standardization Working Group meeting. A sign-in sheet will be circulated. Participants will introduce themselves. Ms. Dryer will review ground rules. Minutes from the June 22, 2000, meeting will be approved.	
2	Report from VEE Session	Janie Mollon	Ms. Mollon will present a report from the VEE session. Issues may be presented for a vote.	
3	Report from Metering and Meter Reading Session	Stacy Aguayo	Ms. Aguayo will present a report from the Metering and Meter Reading Session. Issues may be presented for a vote.	
4	Report from Billing Session	Shirley Renfroe	Ms. Renfroe will present a report from the Billing Session. Issues may be presented for a vote.	
5	Discussion of Issue 78	Evelyn Dryer	Issue 78 (MSPs contracting directly with customers) will be discussed. Participant position papers are attached.	1
6	Discussion of Issue 61	Evelyn Dryer	Issue 61 (performance tracking of MSPs and MRSPs) will be discussed.	
7	Discussion of Issue 83	Evelyn Dryer	Issue 83 (MRSP performance standards) will be discussed.	
8	Discussion of Issue 80	Evelyn Dryer	Issue 80 (security and encryption standards) will be discussed.	
8	Meeting Evaluation	Patricia Sorensen	The group will provide feedback.	
9	Set Next Agenda	Patricia Sorensen	The group will set the next agenda.	
10	Adjourn Meeting	Evelyn Dryer	The meeting will be adjourned.	

Any agenda item on these four pages may be voted upon in this session.